



**JOHN T. FREY**  
CLERK OF CIRCUIT COURT

COMMONWEALTH OF VIRGINIA  
**Circuit Court of Fairfax County**

4110 CHAIN BRIDGE ROAD  
FAIRFAX, VIRGINIA 22030-4048  
703-246-2770  
TDD 703-352-4139



**JANE M. DELIEE**  
CHIEF DEPUTY

December 16, 2003

Dear CPAN Customers:

Last session, the General Assembly enacted § 2.2-3808.2 of the Code of Virginia. Beginning January 1, 2004, this code section prohibits clerks from posting on a court-controlled website any document that contains, among other things, an actual signature or social security number. However, the General Assembly made an exception for remote access systems which meet security standards developed by the Virginia Information Technologies Agency (VITA). Unfortunately, VITA did not issue final standards until last month. We have been working with Fairfax County and VITA in order to meet the new security standards, so you will not have a disruption of service on January 1, 2004.

Effective January 1, 2004, VITA requires EACH USER to have completed an application and entered into a contract prior to being granted remote access. This means there will be two contracts. There is one for the company and a separate contract for each employee of the company applying to be an authorized user. The contracts and applications are available on our website, <http://www.co.fairfax.va.us/courts/circuit/cpan.htm>.

Please complete and return the applications and contracts immediately so that your CPAN account will not experience disruption. Thank you for your patience. If you have any questions, please contact me.

Sincerely,

John T. Frey  
Clerk of the Court

JTF:skd